

# **Alabama Sports Hall of Fame Board**



## **Functional Analysis & Records Disposition Authority**

**Revision  
Presented to the  
State Records Commission  
April 26, 2001**

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# **Functional and Organizational Analysis of the Alabama Sports Hall of Fame Board**

## **Sources of Information**

- Representatives of the Alabama Sports Hall of Fame
- Code of Alabama 1975 § 41-9-450 through § 41-9-454
- Alabama Government Manual (1994)
- General Disposition Authority (GDA)
- “Banquet and Induction Ceremony” (1997)
- “ASHOF,” Vol. 6, Number 2, September 1997
- Audit Report for the Alabama Sports Hall of Fame Board, October 1, 1992 through September 30, 1996

## **Historical Context**

Since its creation in 1967, the board has maintained the same function. Act No. 93-258, effective April 27, 1993, increased the number of board members from ten to fourteen.

## **Agency Organization**

The Alabama Legislature created the Alabama Sports Hall of Fame Board in 1967. The board’s offices and museum are in the Jefferson County Civic Center in Birmingham. The board consists of fourteen members. The governor appoints eleven members, including one from each congressional district. The lieutenant governor and speaker of the house appoint one member each. The chair or president of the Jefferson County Civic Center Board is also a member. Appointed members serve six-year terms and elect a chair and vice-chair from among the members (Code of Alabama 1975 § 41-9-450). An executive director, appointed by the Sports Hall of Fame Board, carries out its day-to-day business. Besides the director, there are three full-time employees and three part-time employees. There are two selection committees: one, made up of forty-four members, chooses the nominees for the ballot of “modern” sports figures; and one, made up of twenty-five members, chooses the nominees for the ballot of “old-timer” sports figures. The board appoints members of the selection committees to a one-year term, but members may serve multiple terms. The board also contracts for a part-time museum curator. An organizational chart is attached.

## **Agency Function and Subfunctions**

The mandated function of the Board is to “honor those, living or dead, who by achievement or service have made outstanding and lasting contributions to sports in Alabama or elsewhere” (Code of Alabama 1975 § 41-9-452). It is one of the agencies primarily involved in carrying out the Stewardship function of state government.

In the performance of its mandated function, the board may engage in the following subfunctions.

- **Selecting.** The board is responsible for carrying out the process of selecting Alabama sports dignitaries to become members of the Sports Hall of Fame. In doing so, it may conduct surveys and polls and appoint committees and representatives as it determines necessary or desirable (Code of Alabama 1975 § 41-9-452). Any Alabama citizen may nominate a person, living or deceased, who has brought athletic or sports fame to the state. Citizens must submit written nominations, which contain detailed sports achievements of the nominee, on or before June 1. The board prepares the ballot and submits it to the appropriate selection committee. The selection committee uses a numerical ranking procedure to determine those elected for induction the following February. Each committee member ranks the nominees. The top fifty percent of the nominees are placed on a second ballot from which four “moderns” and two “old-timers” are chosen. Once nominated, a person’s name remains on the list of nominees each year until selected for induction into the Hall of Fame or until removed by the nominee or the person who nominated the individual.
- **Honoring.** The board plans and carries out an annual event to honor the sports figures it has selected for the Sports Hall of Fame. This event may feature celebrities and/or guest speakers. Since 1986, the board has given a special award to men and women over the age of fifty-five who have contributed greatly to humanity and to sports. The board gives the Distinguished Alabama Sportsman Award to residents of the state, and the Distinguished American Sportsman Award to nonresidents with lasting contributions to sports and the state.

The board maintains space inside the Birmingham-Jefferson Civic Center where it displays busts, statues, plaques, books, papers, pictures, and other exhibits honoring sports, athletics, and athletes (Code of Alabama 1975 § 41-9-451).

- **Administering Internal Operations.** A significant portion of the agency’s work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency.

**Managing the Agency:** Activities involved in managing the agency may include internal office management activities such as corresponding and communicating; scheduling; meeting; creating policy and procedures; reporting; litigating; legislating (drafting, lobbying, tracking); publicizing and providing information; managing records; and managing information systems and technology.

**Managing Finances:** Activities involved in managing finances may include the following: budgeting (preparing and reviewing the budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and

reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

**Managing Human Resources:** Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

**Managing Properties, Facilities, and Resources:** Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

# **Analysis of Record Keeping System and Records Appraisal of the Alabama Sports Hall of Fame Board**

## **Agency Record Keeping System**

**Computer Systems:** The board uses personal computers for word processing and administrative activities and for inventory and admission ticket systems control. The board maintains a web site at [www.tech-comm.com/ashof](http://www.tech-comm.com/ashof). TECH-COMM of Birmingham created the web site, which has basic information about the board. This information can also be found in the publications of the board.

## **Records Appraisal**

The following is a discussion of the two major categories of records created and/or maintained by the board: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Possible Nominees Information.** This file contains information on possible nominees. Once someone becomes a nominee, information in this file can either be placed in the nominee file or destroyed.
- **Loan Files.** Not all of the items in the museum collection belong to the board. Many of the items are on loan. The board needs the loan files for twenty-five years after the disposition of each item to document that the item was either returned to the owner or disposed of per the request of the owner.

**II. Permanent Records.** The Government Records Division recommends the following records as permanent.

### **Selecting**

- **Meeting Minutes of the Alabama Sports Hall of Fame Board.** The meeting minutes constitute the core documentation of the Board's activities. Besides documenting the selection process among candidates for the Sports Hall of Fame, the minutes provide evidence of other subfunction activities.

### **Honoring**

- **Inductee Files.** Once the board inducts a nominee into the Sports Hall of Fame, the nominee file becomes an inductee file. This biographical information file is

documentation of the achievements of the inductee and why he/she is worthy of induction. Information is added to the file as needed.

- **Photographs of Inductees.** These photographs would be part of the Inductee Files, but the board files them separately for ease of use.
- **List of Inductees and Honorees.** This record is the list of everyone inducted into the hall. It is a summary of the induction information found in the minutes and retains administrative value to the board.

## **Administering Internal Operations**

- **Director's Files.** The files of the director include correspondence and other documentation of the actions of the director on behalf of the board. Because the board does not create an annual report to document its activities, the best source of documenting any activities that the board has not documented in the publications and Meeting Minutes of the Alabama Sports Hall of Fame Board is the Director's Files.
- **Publications.** The publications of the board serve as documentation of the actions of the board as well as how the board sees itself. Current publications include a magazine, an annual banquet booklet, and a promotional pamphlet.

## **Permanent Records List Alabama Sports Hall of Fame Board**

### **Selecting**

1. Meeting Minutes of the Alabama Sports Hall of Fame Board

### **Honoring:**

1. Inductee Files\*
2. Photographs of Inductees\*
3. List of Inductees and Honorees\*

### **Administrating Internal Operations**

1. Director's Files
2. Publications

\*indicates records that ADAH anticipates will remain in the care and custody of the creating agency.

ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.



# **Alabama Sports Hall of Fame Board Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Sports Hall of Fame Board. The RDA lists records created and maintained by the Sports Hall of Fame Board in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the Sports Hall of Fame Board to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under Code of Alabama 1975 § 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

## **Explanation of Records Requirements**

- This RDA supersedes any previous records disposition schedules governing the retention of the Sports Hall of Fame Board's records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and

have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.. They may be disposed of without documentation of destruction.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Sports Hall of Fame Board and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The Sports Hall of Fame Board may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

### **Selecting**

#### **Nominee Files**

Disposition: Temporary Record. Retain until the nominee is inducted and then transfer to Inductee File.

#### **Possible Nominees Information**

Disposition: Temporary Record. Retain for useful life.

#### **Ballots**

Disposition: Temporary Record. Retain for two years.

#### **MEETING MINUTES OF THE ALABAMA SPORTS HALL OF FAME BOARD**

Disposition: PERMANENT RECORD.

#### **Recordings of Board Meetings**

Disposition: Temporary Record. Retain until the official minutes are adopted and signed.

### **Honoring**

#### **INDUCTEE FILES**

Disposition: PERMANENT RECORD.

#### **PHOTOGRAPHS OF INDUCTEES**

Disposition: PERMANENT RECORD.

#### **LIST OF INDUCTEES AND HONOREES**

Disposition: PERMANENT RECORD.

**Display Inventory**

Disposition: Temporary Record. Retain until superseded.

**Loan Files**

Disposition: Temporary Record. Retain 25 years after disposition of loaned item(s).

**Museum Attendance Reports**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records are created.

**Administering Internal Operations: Managing the Agency****Administrative Reference Files**

Disposition: Temporary Record. Retain for useful life.

**Mailing Lists**

Disposition: Temporary Record. Retain for useful life.

**DIRECTOR'S FILES (INCLUDES ADMINISTRATIVE CORRESPONDENCE OF THE DIRECTOR AND OF MEMBERS OF THE BOARD)**

Disposition: PERMANENT RECORD.

**PUBLICATIONS**

Disposition: PERMANENT RECORD.

**Correspondence (does not include administrative correspondence of director or members of the board)**

Disposition: Temporary Record. Retain 3 years.

**Calendar of Events**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Letters of Appointment**

Disposition: Temporary Record. Retain 3 years after end of term of appointment.

**Sports Hall of Fame Golf Classic Records (does not include financial records)**

Disposition: Temporary Record. Retain for useful life.

**Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Copy of RDA**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the RDA is superseded.

**Computer System Documentation (Y2K Records, hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)**

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

**Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies**

Disposition: Temporary Record. Retain 3 years.

**Administering Internal Operations: Managing Finances****Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records of original entry or routine accounting transactions such as journals, registers, and ledgers; and records of funds deposited outside the state treasury, including bank statements, deposit slips, and cancelled checks**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Contractual records established for the purpose of services or personal property**

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

**Records documenting the bid process, including requests for proposals and unsuccessful responses**

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500  
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)  
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.

**Agency Audit Reports**

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

**Administering Internal Operations: Managing Human Resources**

**Job Recruitment Materials**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Application Materials**

Disposition: Temporary Record. Retain 1 year.

**Records documenting payroll (e.g. pre-payroll reports, payroll check registers)**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Records documenting payroll deduction authorizations**

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

**Records documenting payroll deductions for tax purposes (including Form 941)**

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

**Records documenting employee hours worked, leave earned, leave taken, and leave donation**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting an employee's work history - generally maintained as a case file (includes records of final leave status)**

Disposition: Temporary Record. Retain 6 years after separation of an employee from the agency.

**Employee Flexible Benefits Plan Files (applications and correspondence)**

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

**Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims**

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

**Weekly Activity Reports**

Disposition: Temporary Record. Retain for useful life.

**Administering Internal Operations: Managing Properties, Facilities, and Resources**

**SEMIANNUAL INVENTORY LISTS**

Disposition: PERMANENT RECORD. Retain in office (Code of Alabama 1975 § 36-16-8[1]).

**Agency Copies of Transfer of State Property Forms (SD-1)**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Property Inventory Cards and/or Computer Files**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Receipts of Responsibility for Property**

Disposition: Temporary Record. Retain until return of item to property manager.

**Records documenting the lease or rental of office or warehouse space for the department**

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

**Year-end museum store inventory control**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

**Monthly update museum store inventory control**

Disposition: Temporary Record. Retain until superseded.

## **Approval of Records Disposition Authority (RDA)**

By signing this agreement, the Alabama Sports Hall of Fame Board acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Alabama Sports Hall of Fame Board will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, submitting an annual report on records management activities to the State Records Commission in April of each year, and ensuring the regular implementation of the agency's approved RDA.
- Permanent records in the Alabama Sports Hall of Fame Board's custody will be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the board chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- The Alabama Sports Hall of Fame Board agrees to allow the staff of the State Records Commission or the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the agency and to inspect records destruction documentation. Government Records Division archivists are available to train the agency's staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this revision to the Records Disposition Authority on April 26, 2001.

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Edwin C. Bridges, Chairman  
State Records Commission

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Date

Receipt acknowledged:

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William L. Legg, Executive Director  
Alabama Sports Hall of Fame Board

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Date